



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

_____ REFERRED FOR ACTION
 _____ ANSWER FOR MY SIGNATURE
 _____ FOR FILE
 _____ FOR YOUR INFORMATION
 _____ FOR SIGNATURE
 _____ RETURN TO ME
 _____ PLEASE SEE ME
 _____ PLEASE TELEPHONE ME
 _____ FOR APPROVAL
 _____ PLEASE ADVISE ME

BY _____ DATE _____
 BY _____ DATE _____
 BY _____ DATE _____

MEMORANDUM

STATE PROJECT NO. *
 F.A.P. NO *
 *

ROUTE LA *
 ORLEANS PARISH

MEMORANDUM:

TO: MR. PAUL M. CHARRON
 REAL ESTATE DISTRICT MANAGER

FROM: *
 REAL ESTATE SPECIALIST

DATE: October 6, 2003

SUBJECT: Parcel No. *
 *

Attached are:

1. Department's check no. *, dated *, drawn on Bank One Louisiana, in the amount of \$*, payable to *.
2. Original of the * with attached right of way map sheet(s), and a copy for the property owner.

Please deliver the attached and return a copy of the executed check receipt(s) to this office.

Please have the original Act of Sale, with attached right of way map sheet(s), recorded in the Conveyance Records of Orleans Parish and furnish this office with the recordation information. You will need to pay the recordation fees out of your Petty Cash Fund.

Please return all Certificates to this office for our files.

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Attachments

RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
APPROVED	DATE